City of Milwaukee Board of City Service Commissioners

REQUEST FOR A FINDING OF NECESSITY

For Temporary Residence Outside of the City of Milwaukee

Instructions:

- Complete the Employee Section of this form
- Attach a separate page to provide a detailed explanation of the reason for the request, along with any supporting documentation.
- Forward the completed form to your Department Head for review and recommendation.
- Submit the completed form to:

City of Milwaukee
Department of Employee Relations
Administration Division
City Hall, Room 706
200 E Wells St
Milwaukee WI 53202

Requests must be received by the Department of Employee Relations at least 30 days prior to establishing residency outside of the City, or 30 days prior to the expiration of a previously approved request or the initial six-month employment period.

Section 5.02 of the City Charter requires City residency for its employees. The City Service Commission has enforcement responsibility of this provision, and has developed a <u>Residency Policy</u> which applies to all employees. In cases in which dual (or multiple) residency is an issue, the Commission is authorized to make a determination as to which location constitutes the actual residence. The <u>Dual Residency Policy</u> provides examples of factors which may be considered in determining actual residence.

Both policies are available on the Department of Employee Relations website at www.city.milwaukee.gov/der/policies

In accordance with the City Service Commission Residency Policy, employees who believe they have a legitimate reason for residing outside of the City for any period of time are required to request and receive permission from the City Service Commission in advance of establishing such a residence. When an employee has received such permission they must establish residency within the City, or request and receive permission from the City Service Commission for an extension, prior to the date which the permission expires.

Currently, the City Service Commission allows a period of six months beginning on the date of hire for employees who are new to the City Service to establish residency within the City limits. Employees who fail to comply with the residency ordinance will be subject to termination or discharge from employment.

Questions about the residency requirements, or dual residency should be directed to the employee's immediate supervisor or the Department of Employee Relations.

EMPLOYEE REQUEST (To be completed by the employee) Employee's Name: Job title of present position: Department in which employed: City start date (most recent employment date): Present or last address: Intended address outside city limits: Length of time requested: month(s) End date: Reason for the request: (You MUST provide a detailed statement and attach any supporting documentation you wish to have considered by the Commission). I hereby request a Finding of Necessity (to reside outside the City of Milwaukee), as described in Charter Ordinance 5.02, in order to authorize temporary residence outside the city limits of Milwaukee, for the reasons described above . **Employee Signature:** Note: Any permission granted hereby is only temporary. There must be documented intention to establish / reestablish residency within the city limits of Milwaukee as soon as possible. **DEPARTMENT ENDORSEMENT** (To be completed by the Department or Bureau Head or authorized designee) This request is recommended. This request is **NOT** recommended. Signature of Department Head: Date Signed:

Revised 03/21/2013